



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

HEADQUARTERS, 8TH ARMY

UNIT #15236

APO AP 96205-5236

EACG

30 AUG. 2011.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 8th Army Command Policy Letter # 51 - Reduction of Use of Personally Identifiable Information (PII) in Electronic Form

1. References:

- a. 8th Army OPORD 25-10 (Removal of Personally Identifiable Information (PII) on the Share Point Portal)
- b. FRAGO 1 to 8th Army OPORD 25-10.
- c. Directive - Type Memorandum (DTM) 07-015-USD (P&R), 28 March 1978, subject: Department of Defense (DoD) Social Security Number Reduction Plan.
- d. Memorandum, Director of Administrative and Management, 26 May 2006, subject: DoD Personnel Responsibility for Safeguarding Personally Identifiable Information.
- e. DoD 5400.11-R, Department of Defense Privacy Program, 14 May 2007.

2. Personally Identifiable Information (PII) is information about an individual that identifies, links, relates, or is unique to, or describes him or her, e.g., a social security number (SSN)/Korean Resident Registration Number (KID); age; military rank; civilian grade; marital status; race; salary; home/office phone numbers; other demographics, such as mother's maiden name, biometric data, and personnel, medical, and financial information, etc. All PII which can be used to distinguish or trace an individual's identity which is linked or linkable to a specified individual must be protected.

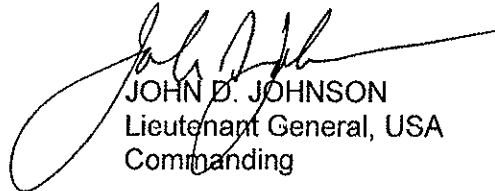
3. A number of the elements included in the above definition of PII are public information subject to release under the Freedom of Information Act (FOIA) and DoD 5400.11-R, e.g., name, civilian grade, and salary. Other elements are For Official Use Only (FOUO), and are commonly shared in the work environment, e.g., name, business phone, and military rank.

4. In an effort to reduce the amount of PII in electronic form, units will collect and electronically store only the PII that is relevant and necessary for mission success. Name and rank will almost always be necessary. SSNs are seldom required and will only be accessible to individuals with a valid need-to-know. All data elements containing PII will be closely analyzed and PII will be removed when not absolutely necessary for mission success. As directed in reference (b), units will eliminate the use of the SSN in all forms, to include truncated versions, when not required for mission success.

EACG

SUBJECT: 8th Army Command Policy Letter # 51 - Reduction of Use of Personally Identifiable Information (PII) in Electronic Form

5. All PII electronic and hard copies will be treated as FOUO or Sensitive. Everyone will safeguard PII in their possession and prevent its loss or compromise. Posting PII on a public interfacing website is considered a breach/compromise of PII and will be handled accordingly.
6. Prior to storing or posting any PII electronically, users must coordinate with unit Knowledge Management Officers (KMO) to ensure proper safeguards are in place.
7. Proponent. The Assistant Chief of Staff G1, 8th Army is the proponent of this policy. The proponent can be contacted at commercial 011-822-7914-4549 or DSN 315-724-4549/6499.



JOHN D. JOHNSON
Lieutenant General, USA
Commanding

DISTRIBUTION:
C